



## Technology Training Specialist II

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### Details

**Job ID : 405**

**Title :** Technology Training Specialist II

**Job Code :** 828

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

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### Job Departments

- Technology Services

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### Purpose

RESPONSIBLE FOR TRAINING THE COURT OF JUSTICE ON THE USE OF OFFICE PRODUCTIVITY SOFTWARE SUITE AND OTHER TECHNOLOGIES THAT WILL INCLUDE BUT NOT BE LIMITED TO A WORD PROCESSOR, SPREADSHEET AND PRESENTATION APPLICATION.

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### Required Qualifications

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** None

**Experience :** 2 Years of Related Experience

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### Job Required Knowledge

- MUST POSSESS A COMPUTER TECHNICAL CERTIFICATION
- 2 YEARS OF RELATED EXPERIENCE MUST BE AS A TECHNOLOGY TRAINING SPECIALIST I

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- GOOD COMMUNICATION SKILLS

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### Job Duties

- TRAIN COURT OF JUSTICE STAFF ON TECHNOLOGY SOLUTIONS THROUGH ONE-ON-ONE, CLASSROOM, MULTI-MEDIA AND/OR DISTANCE TRAINING
- CONDUCT NEEDS ASSESSMENT AND SCHEDULE TRAINING CLASSES
- SCHEDULE EMPLOYEES FOR REQUESTED CLASSES
- CONDUCT TRAINING CLASSES AND GENERATE EVALUATIONS OF EACH TRAINING PROVIDED WORK WITH STAFF OR DEPARTMENTS ON AN INDIVIDUAL BASIS FOR SPECIFIC TRAINING NEEDS
- CREATE NEW CLASSES AND CORRESPONDING TRAINING MATERIALS, INCLUDING CONTENT FOR ON-LINE AND PUBLISHED HELP SYSTEMS, INSTRUCTION MANUALS, TUTORIALS
- CREATE AN INDEX OF TECHNICAL PUBLICATIONS AND RESOURCES AND IMPLEMENTS PROCEDURES TO MAINTAIN CURRENCY OF THE DOCUMENTATION
- STATE-WIDE TRAVEL REQUIRED
- OTHER DUTIES AS ASSIGNED.